

**DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
FINANCE CENTER
5720 INTEGRITY DRIVE, BLDG S-787
MILLINGTON TENNESSEE 38054-5005**

Revised: 21 Jun 1999

CEFC-AO
SOP No. UFC-07

**STANDING OPERATING PROCEDURE
WIRE TRANSFER BY NON-FEDERAL SPONSORS**

1. PURPOSE. This Standing Operating Procedure (SOP) provides procedures for support activity F&A Officers and non-Federal Sponsors to follow in order to deposit funds into a cost sharing account through use of Wire Transfer.

2. APPLICABILITY. This SOP applies to all activities supported by the USACE Finance Center (UFC).

3. REFERENCE. SOP UFC-03, Collection Procedures.

4. EFT PROCEDURES.

a. When a non-Federal sponsor wishes to use wire transfer procedures for transfer of contributed funds, the supported activity F&A Officer must either provide the attached wire transfer procedures to the Project Cooperation Agreement (PCA) sponsor, or ensure that the instructions are incorporated in the PCA to ensure accurate and timely credit for funds transferred.

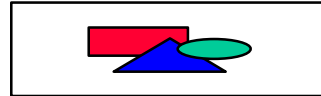
b. The sponsor must notify the supporting F&A Officer in writing, fourteen (14) days in advance of a transfer providing the date of the transfer, amount and PCA number. The sponsor must wire the funds through the Federal Reserve Bank of New York. A Type 1000, Structured Third Party Funds Transfer Message, will be used to transfer the funds to the UFC. The data needed by the non-Federal sponsor bank is provided as enclosure 1.

c. When the letter from the non-Federal sponsor is received by the F&A Officer, a Collection Receiving Office Voucher (ROV) must be committed in CEFMS. All wire transfer collection vouchers must be submitted to the UFC Disbursing Division using the UFC-DISB-6 Form (enclosure 2). The supported F&A Officer must ensure that all information on the form is provided and forwarded to the UFC arriving no later than five (5) days in advance of the transfer. A copy of the notification letter from the sponsor transferring the funds must be attached to the routing slip. There should only be one wire transfer for each ROV.

CEFC-AO
SOP No. UFC-07

d. Upon notification from the U.S. Treasury that the wire transfer is complete, the UFC will certify the ROV and confirm the deposit in CEFMS.

FOR THE DIRECTOR:



BETH KRAUS
Deputy Director for Administration

Encls

TYPE 1000, STRUCTURED THIRD PARTY FUNDS TRANSFER MESSAGE

(Information Provided by Sponsor when Making Transfer)

KEY FIELDS - 1000 FUNDS TRANSFER

FIELD NAME	LENGTH	VALUE
Receiver-dfi#	9	021030004 (Standard)
Type-subtype-code	4	1000
Sender-dfi #	9	sender ABA-number (Bank Routing No.)
Sender-ref-#	16	filled by sender (Use PCA No.)
Amount	18	use dollar sign, commas, and decimal point
Sender-dfi-info	80	filled by sender
Receiver-dfi-info	80	TREAS NYC/CTR/BNF=/AC-00008736

NOTE: THE RECEIVER-DFI-INFO FIELD IS OF CRITICAL IMPORTANCE. IT MUST APPEAR IN THE PRECISE MANNER SHOWN TO ALLOW FOR THE AUTOMATED PROCESSING AND CLASSIFICATION OF THE FUNDS TRANSFER MESSAGE.

Free-text-line-1	80	filled by sender
Free-text-line-I	80	filled by sender
Free-text-line-l	80	filled by sender

***NOTE: Only for UFC supported activities. For activities that are still disbursing, the "8736" will be replaced with your DSSN.**

**WIRE TRANSFER ONLY
RECEIVING VOUCHER ROUTING SLIP**

Date Receiving Voucher Entered Into CEFMS:

Authorized Collector's Name:

District:

PCA#:

Sponsor Name:

CEFMS Receiving Voucher Number:

Date of Transfer:

Amount of Transfer:

*PLEASE ENSURE A COPY OF THE NOTIFICATION LETTER FROM THE SPONSOR IS
SECURELY ATTACHED.*

If you have any questions please contact Nita Clower at (901) 874-8542